

CHAPTER 2

REPORTING REQUIREMENTS

This Chapter describes the minimum reporting requirements -- in terms of data elements and reporting frequency -- needed to support the DUERS.

A. DEFENSE UTILITY ENERGY REPORTING SYSTEM

The DUERS collects data on DoD utility energy consumption for buildings and facilities, family housing, mobility substitution energy, and industrial process energy facilities throughout the world.

1. General. The DUERS provides information on the inventory and consumption of all purchased utility and renewable energy sources at all DoD activities for both facility and industrial process energy. This includes energy consumed by all tenants, customers, and remote bases assigned to or supported by the reporting installation. When mutually agreeable between the host and tenant, major energy consuming tenants may report energy consumption through their individual component channels. However, data submitted in this manner shall be coordinated between hosts and tenants to ensure that all consumption is reported only once. Energy consumed and reimbursed by non-DoD Activities or civilian contractors may be excluded from DUERS reporting. Each DoD Component shall determine which activities are consumers of facility energy and which are consumers of industrial process energy. The following criteria will be used:

a. Facilities engaged in manufacturing, repair, materiel storage and distribution, commissary, operational test and evaluation, disposal, incineration and similar activities will be designated industrial process energy activities.

b. Facilities used primarily for administration, housing, education and training, medical, research, staff, and headquarters functions will be designated facility energy activities .

c. Reporting installations may report separately industrial process and facility energy use when both types of activities are conducted on an installation, or they may choose to designate individual facilities as "process facilities" when process energy consumption is 60 percent or greater than administrative energy use. Only Fiscal Year (FY) 1985 baseline data must be adjusted, if

required by this expanded definition of industrial process energy . Report adjustments in baseline data (i.e. moving administrative energy reporting into process category, or adding process energy that has not been previously reported) using standard DUERS procedures for FY85 data.

d. Facilities designated process energy facilities in FY85 will generally remain in that category, unless mission changes or reporting anomalies dictate.

2. Classes of energy that must be reported

a. Utility inventory data is data that measures stocks or stored quantities, such as coal and fuel oil (for tanks greater than 2000 gallons), which will be used to generate energy in a future reporting period but are currently on hand and available for use.

b. Utility energy consumption is the total actual usage of energy during the reporting period. Consumption for metered utility energy is the difference between the last period's ending meter reading and the ending meter reading for the current reporting period; e.g. electricity and natural gas. It may be assumed for reporting purposes that fuel oil distributed to end user tanks is used at the time the custody transfer takes place--usually at the user tank.

c. Industrial process energy is the facility energy directly consumed in the manufacture, maintenance, overhaul, rehabilitation or refurbishment, testing, and destruction of products such as tanks, aircraft, ships, munitions, propellants, and/or the component parts thereof, and energy consumed in the movement of materials in warehouses. This includes Government-owned, Contractor-operated facilities, operational test and evaluation facilities, and commissaries. It excludes energy used for support to ships in port or aircraft on the ground, personal comfort, medical facilities, general administration, research and development activities (except test and evaluation) , facility security, staff and headquarters functions, and housekeeping requirements. In support of the industrial energy efficiency goal directed by the Deputy Secretary of Defense Memorandum (reference (a)) and by the President in E.O. 12759 (reference (b)), Defense activities will report industrial process energy consumption separately from energy used in administrative buildings. To ensure consistency when separate reporting of process energy is desired, reporting shall be accomplished on the DUERS MEB 3 Data Record on a monthly basis according to the instruction in' Chapter 4.

(1) Each kind of utility energy consumed in an industrial process shall be reported separately. If 60 percent or more of total energy used in a facility is for an industrial process, the entire facility may be reported as a process energy facility by completing the DUERS MEB 6 Data Record.

(2) When a facility is used for more than one purpose, and one of those purposes is an industrial process consuming less than 60 percent of the total energy, that production area will be measured and reported separately-

(3) The requirement to isolate and measure industrial process energy consumption shall be determined at each activity since the requirement may indicate a need to install additional metering devices -- an action that should be taken if found to be cost-effective. Where meters do not exist and installing new ones is not cost-effective, professionally recognized methods of measuring and estimating utility energy usage are acceptable. Where meters do exist, energy consumption figures should be read directly from the meters or utility bills.

(4) Each DoD Component with industrial process activities may create a unit to measure energy efficiency (productivity); i.e., MBTU consumed per unit of output, where output is defined as some reasonable measure of the quantity of the product or service delivered to the military customer from a specific facility.

(a) The DoD Components may propose an aggregate efficiency measure for all its process energy use. If such a measure is proposed, the work load units must be reported along with the energy usage data.

(b) If the DoD Component chooses not to report an efficiency measure, OSD will measure gross industrial process energy use reduction on a "per gross square foot" basis for that Component against the FY85 industrial process energy baseline.

d. Family housing and mobility substitution energy shall each be reported at an activity using a separate Department of Defense Activity Address Code (DoDAAC) . As an example, the Naval Shipyard in Philadelphia, PA, reports its installation utility energy under DoDAAC N00151, its family housing utility energy under DoDAAC D00151, and its mobility substitution energy under DoDAAC B00151. Mobility substitution energy is defined as the facilities' energy that directly substitutes for mobility energy to achieve greater

efficiency. Examples include cold iron ships support, aircraft, ship and weapons systems (e.g., tanks) , simulator energy use, and central flight line aircraft power systems. Energy reported in these categories should be directly metered. Since the use of mobility substitution energy improves the overall energy efficiency of Defense energy usage, and improves readiness training and weapon system maintenance, its increased use should be actively encouraged.

3. Cost Savings Retention Certification. In support of the cost savings retention and reuse authority provided by 10 U.S.C. 2865 (reference (c)) and the joint Comptroller of the Department of Defense and Assistant Secretary of Defense (Production and Logistics) Memorandum (reference (d)), each installation's Post Engineer or Public Works Officer will file, as part of the fourth quarter report, the amount of energy cost savings in thousands of dollars including the Government's share from shared energy savings or performance contracts achieved during the past FY (i.e. the year covered by the report, see Chapter 4, MEB 7 Data Record) . Also reported will be the Government's share from such contracts, cost savings used or earmarked for discretionary use, and cost savings used or to be used for additional energy conservation projects. This information will be reported annually as of September 30 for the preceding FY with normal reporting submissions. The first report will be submitted for FY 1993.

4. Report Frequency. Individual activities shall report separate monthly DUERS MEB 2, MEB 3, and MEB 4 records, as described in Chapter 4, at the close of each fiscal quarter. The DUERS data cutoff of monthly records shall be determined by the commercial utilities' billing schedules at each reporting activity. Report the monthly "breakout of MEB 2 and MEB 3 records based upon utilities' billing schedules. For example, this may be the 12th of May to the 11th of June, or any other combination of dates. Report all energy purchased since the previous billing. MEB 5, MEB 6, MEB 7 and MEB 8 records shall be submitted annually following the fourth quarter of each FY. The DoD Component must submit DUERS data no later than 60 days following the end of the reporting period. The DoD Components shall submit requests for deviations from the reporting procedure to the Office of the Deputy Under Secretary of Defense for Environmental Security. (The report may be required on a monthly basis by the DUSD(ES) in the event of a peacetime energy emergency) . Refer to Chapters 3 and 4 for instructions on how to prepare DUERS data for submission and the address to which the data is sent. In the event of a declared national security emergency or war, DUERS reporting shall be suspended for all

military theaters actively engaged in war fighting. DUERS reporting shall be maintained in CONUS to ensure that the Department of Defense is receiving adequate supplies of facilities energy, unless reporting waivers are granted by the OSD .

5. Data Lines. A summary of the utility reports is listed below.

a. At least one data line -- the MEB 2 Inventory and Consumption Record -- shall be prepared for each utility energy product consumed, stored, or issued by the reporting activity.

b. The MEB 3 Industrial Process Energy Record shall be prepared by those activities that consume and choose to segregate process energy.

c. The MEB 4 Weather Data Record is an optional submission by activities wishing to report weather data that differs from what is reported locally by the weather service.

d. The MEB 5 Population Record is submitted annually to report authorized population of an activity.

e. The MEB 6 Building and Square Footage Record is also reported annually to reflect the gross square footage of buildings that consume energy.

f. The MEB 7 Energy Certification Record is submitted annually to report energy cost savings and that portion of the savings retained for reinvestment according to 10 U.S.C. 2865 (reference (c)) at individual facilities (i.e. DoDAACS) .

g. The MEB 8 record is submitted annually to reflect the output measure of the industrial process activity. Each DoD Component may establish guidelines for measuring process outputs with the default being industrial process energy consumed per gross square feet.

h. The data in the MEB 4, MEB 5, and MEB 6 records are reported because they are variables that affect energy consumption on an installation. Refer to Chapter 4 for detailed instructions on preparing the MEB data records.

B. INFORMATION REQUIREMENTS

The reporting requirements identified in this Manual have been assigned Report Control Symbol DD-A&T(M) 1313.